



COMMONWEALTH OF KENTUCKY  
**OFFICE OF THE SECRETARY OF STATE**  
ALISON LUNDERGAN GRIMES

**MEMORANDUM**

TO: U.S. District Court Clerks  
Kentucky Circuit Court Clerks

FROM: Lindsay Hughes Thurston  
Assistant Secretary of State

DATE: May 19, 2015

RE: INCREASE OF FEES FOR RESTRICTED DELIVERY SERVICE OF PROCESS

Pursuant to KRS 454.210, the Office of the Secretary of State serves process on out-of-state residents and requires that this service be sent by certified mail for \$10.00.

Some parties elect to send their service of process by **certified mail restricted delivery**. This office accommodates such requests as long as the requesting party pays the certified mail restricted delivery mailing fee in addition to the \$10.00 statutory fee. Although this office makes every effort to absorb fee increases, upcoming changes in the U.S. Postal Service's ("USPS") fee schedule necessitate a change in this office's practice.

Effective May 31, 2015, the USPS will increase the restricted delivery charge to \$5.15. On this same day, the Office of the Secretary of State will increase its fee for restricted delivery to \$5.15. Thus, each request to send service of process by certified mail restricted delivery that is received by this office on or after May 31, 2015, must be accompanied by a check or money order for \$15.15 (the statutory fee plus the restricted delivery fee).

We appreciate your office providing notice of this change to all interested parties who may wish to use certified mail restricted delivery. We will return to sender for additional funds all insufficient fees that we receive on or after May 31, 2015.

Thank you for your cooperation in informing your clients of this fee increase.

If you have any questions about this fee increase, please contact Jeremy Foster at 502-782-7441 or [Jeremy.Foster@ky.gov](mailto:Jeremy.Foster@ky.gov) or Mike Owens at 502-782-7446 or [Mike.Owens@ky.gov](mailto:Mike.Owens@ky.gov).